



**GARLAND INDEPENDENT SCHOOL DISTRICT
PURCHASING DEPARTMENT**

*501 S. Jupiter Rd
Garland, Texas 75042
972-487-3009*

April 11, 2023

**ADDENDUM 1, RFP #214-23-03
HVAC Control Services and Repairs**

This addendum modifies the original document as listed below and is hereby incorporated to the contract documents. Acknowledge receipt of this addendum by returning the completed and signed form with the solicitation response. Failure to submit the addendum may be used as an evaluated factor.

CHANGE IN QUESTIONS DUE DATE

From:

April 12, 2023 12:00 p.m. CST

To:

April 14, 2023 12:00 p.m. CST

CHANGE IN ADDENDA DUE DATE

From:

April 14, 2023 4:00 p.m. CST

To:

April 19, 2023 4:00 p.m. CST

CHANGE IN OPENING DATE

From:

April 25, 2023 10:30 a.m. CST

To:

April 27, 2023 10:30 a.m. CST

PLEASE SEE REVISED EXHIBITS THAT ARE ATTACHED:

EXHIBIT (A) SCOPE OF WORK

EXHIBIT (B) PRICING SCHEDULE

EXHIBIT (C) LIST OF LOCATIONS

Mayte R. Martinez

Mayte R. Martinez
Assistant Director of Purchasing

Company Name

Address

City State Zip

Signature

Title

Exhibit (A) Scope of Work

Background:

Building Automation Systems: Distech, Siemens & Automated Logic

- Web Control - Consists of Automated Logic BAS systems and software.
- N4 - Consists of JACE controllers operating Niagara software & Reflow.
- Tridium Web Supervisor Software with Jace IO Modules/ Beta Test Site for Tridium The Manufacturer/Re-Flow Graphics is Standard,
- Systems proprietary Analytics software: Distech, Siemens (Bright Blue), Automated Logic (Fault Detection & Diagnostics) (FDD)

Garland ISD is seeking services to manage and perform routine maintenance and troubleshooting of the following Building Automation Control (BAS) Systems. Distech, Siemens & Automated Logic. Vendor/Contractor is required to have trained and qualified personnel (including licenses/certificates) to provide these services on each server platform bid.

Services will consist of three parts:

1. Annual BAS Inspection, Software Maintenance, Troubleshooting and Support for Distech, Siemens & Automated Logic Control Systems.
2. As needed, BAS System Service and Support.
3. BAS Preventive Maintenance.

Technicians:

- All technicians performing work under this contract shall be trained on Distech, Siemens & Automated Logic Control Systems and be directly employed and or supervised by the selected vendor(s).
- Vendor shall provide proof of current training certificates from the automated Logic Controls equipment manufacturer's certified training course(s) for all technician(s)/programmer(s). The vendor shall document this in writing and submit such documentation to the division of Facilities and Maintenance Management designated representative upon any certification status changes.
- Vendor shall provide all technician(s) with all hardware and software tools, licenses and certificates needed to access, maintain and repair the following systems. Distech, Siemens, Automated Logic Building. Automation Systems.

Garland ISD Responsibilities:

Vendor will work with the Districts other controls contractor and assist with the managing of the BAS server software, but coordination will be the responsibility of vendor with appropriate departments within Garland ISD Technology and Facility & Maintenance representatives. These include:

- Remote access to the BAS servers, and including providing login info and credentials
- Server OS setup and configuration
- All network management
- IT Hardware

Part 1 Contract Exclusions:

- Server hardware upgrades
- Server OS upgrades
- Building controller hardware
- Repair or replacement of defective systems or devices

- HVAC Air or water balancing
- Fire and smoke detector equipment or interfaces

Pricing: Please refer to Exhibit (B) pricing schedule.

Category List:

Part 1 - Annual Server Inspection, Maintenance, Updates and Support: All-inclusive annual rate.

Part 2 - As Needed, BAS System Service and Support: Billable and priced in the following structure:

1. Hourly rate:
2. Technician
3. Programmer
4. Phone Support
5. Materials at a percent off list price

Part 3 - BAS Preventive Maintenance on all Automated Logic Control Systems as needed

BAS SERVICES CONTRACT – CORE SCOPE

Part 1 – Annual BAS Inspection, Troubleshooting, Software Maintenance, and Support.

- Annual fixed-fee contract.
- Personnel: Provide a list of personnel that will be servicing this part of the contract. Include a resume for each with length of service and current BAS certification status. (i.e. Installer Certification, Service Technician Certification, Programmer Certification)
- Web Server Software Updates. Includes installation of all patches and updates to all BAS software located on Owner’s servers and workstations. Licensing fees for any updates released during the contract period by software vendor to be included in the proposal price. All software updates to be tested by the Vendor prior to installation on GISD servers. Testing by Vendor to take place within 3 months of software release with subsequent installation on GISD server within 60 days after completion of testing.

Server software updates include: (Note - Contractor to assume work to be done on site remotely if approved by owner)

1. Normal patches and updates applied monthly.
2. Critical Patches / Hot Fixes applied within three business days.
3. Master Alarm Log Review. Review master alarm log monthly. Identify and resolve alarms specific to controller failure, BAS software failure, or BAS network failure. Note - Vendor to assume work to be done remotely
4. Monthly Reports. Generate monthly electronic reports with a summary of anomalies for the GISD principle owner for review.
5. Report detailing any overridden physical points, set points, or schedules.
6. Report detailing any BAS specific software, controller hardware, or network alarms that could not be resolved by the Vendor.
7. Report detailing any BAS sensor displaying no data or data out of range. (i.e. chilled water temperature sensor reading 197 deg. F)
8. Backup. Prepare a monthly system backup to portable media. One copy to be left with GISD, one copy to be secured off-site by Vendor. Backup shall be performed before and after any patch or update is applied. Before and after backups will be kept for a minimum of 30 days.

9. Note: Vendor are required to keep their copies for the length of the contract for turn over to GISD at end of contract period.
10. Phone Support. Provide phone support for Owner and Owner Representatives during normal business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.).
11. New user setup and configuration (includes GISD, other vendor, and GISD Partners Energy Management).
12. Existing user modifications.
13. Energy Service Company (ESCO) data support, energy trends and occupancy schedules.
14. System reports (user list, equipment list, and audit log)
15. Support does not include:
 - a. Set point changes
 - b. Alarm changes
 - c. Building mechanical system troubleshooting
 - d. Vendor shall not make any changes, updates, or modifications to server hardware, software, or network connections managed by Garland ISD I.T. Department.

Part 2 – As Needed, BAS System Service and Support

- Service provided over an annual period when requested by Owner.
- Provide hourly rates for:
 - a. BAS Technician
 - b. BAS Programmer
 - c. BAS Telephone Support
 - d. Provide electronic materials catalog with Owner pricing or discount to listed pricing.
- Personnel. Provide a list of personnel that will be servicing this part of the contract. Include a resume for each with length of service and current BAS certification status. (i.e. Installer Certification, Service Technician Certification, Programmer Certification)
- Onsite procedures. Vendor personnel must sign-in and sign-out with Owner whenever they are on-site. Each site visit must be accompanied with a completed service ticket. The service ticket must be legible and include:
 - a. Full name of all Vendor personnel who were on-site.
 - b. Date of service, time vendor arrived on-site, time vendor left site.
 - c. Details of all work performed.
 - d. List of all materials used.
 - e. Must be badged and follow Garland ISD backgrounds requirements
- Services will include:
 - a. Repair or replacement of failed BAS devices.
 - b. Programming changes to accommodate system modifications not part of a capital project.
 - c. Alarm reporting configuration or modification.
 - d. Scheduling changes.
 - e. Historical trend reporting configuration or modification.
 - f. Graphics creation or modification.
 - g. New software installation not included in Part 1.
 - h. Training of district personnel.
 - i. Installation and repair of lighting control and other energy management systems.
 - j. Commissioning assistance during new BAS system start-up and functional performance testing.

- On-Call Support. Vendor will provide 24/7 support for BAS system troubleshooting and repair service requests. On-call services are intended for unforeseen equipment failures that could lead to building damage or an uncomfortable environment for building occupants. They are not to be utilized for planned or routine work. The larger BAS projects will be completed through the GISD Bidding Process.

On-call requests include:

- Repair or replacement of defective BAS systems or devices.
- Set point and alarm troubleshooting and changes.
- Building HVAC system troubleshooting.

Note- Vendor response time will be within 4 hours at any GISD building within Normal working Hours (Check with Brian Finley and Paul Gonzales for Clarification)

On-call exclusions:

- Repair of HVAC equipment. These will be performed by GISD personnel or by other GISD vendors.
- User permission level changes.
- Scheduling changes.
- Request for system information (user and device lists).
- Other routine work.

New BAS Connections. When new controllers are added to the system, Vendor will perform a review of the installation to ensure GISD BAS installation standards are properly followed. Vendor to provide a report detailing any system changes required for compliance. The standards to be verified for new connected controllers include:

- Alarm setup
- History setup
- Configuration tree organization
- File system organization
- Device naming configuration standards
- Graphics standards

Vendor will work directly with Technology, GISD Project Manager, and GISD Maintenance personnel and is not responsible for managing the installation vendor. All adjustments will be performed by the installation vendor.

- All services under this part shall only be performed when directed by an authorized Owner's representative. All work to be performed in accordance with GISD's established Technical Design Guidelines (TDG's) BAS standards.

Part 3 –BAS Preventive Maintenance

- Annual fixed-fee contract.
- Personnel. Provide a list of personnel that will be servicing this part of the contract. Include a resume for each with length of service and current BAS certification status. (i.e. Installer Certification, Service Technician Certification, Programmer Certification)
- Onsite procedures. Vendor personnel must sign-in and sign-out with Owner whenever they are on-site. Each site visit must be accompanied with a site visit report. The site visit report must be legible and include:
 - Full name of all vendor personnel who were on-site.
 - Date of visit, time vendor arrived on-site, time vendor left site.

- Details of all PM work performed and work that could not be completed.
- Copy of all checklists and calibration sheets completed.

Vendor to use for guidance regarding checklist development.

- GISD will provide a list of systems included in the preventive maintenance contract. All devices should be tested as defined by the GISD BAS standards and manufacturer's O&M requirements.

Note: groups may be adjusted each year to account for the addition of new systems. New systems would not be added to a group until they are about to finish their warranty period).

- Sensor Calibration:
 - All specialty gases (CO, CO2, NO2) used for life safety monitoring or equipment sequencing.
 - All outside air stations, outside air temperature, outside air humidity, outside air CO2.
 - All hydronic system sensors used for sequencing; temperature, pressure, flow.
 - All large AHU (> 8,000 CFM) sensors used for sequencing; temperature, humidity, pressure, flow.
 - All small AHU sensors used for sequencing, temperature, humidity.
 - All terminal unit space sensors, temperature, humidity.
- Binary Device Checks:
 - Verify BAS enable/disable point for all central plant equipment.
 - Verify start/stop and status for each BAS controlled pump.
 - Verify start/stop and status for each BAS controlled fan (excludes fan powered terminal boxes without fan status point).
- Valve and Damper Checks:
 - Verify close-off and fully open position for all 2-position valves and dampers.
 - Verify full stroke and mid-position control for all modulating valves and dampers (excludes VAV terminal unit primary air dampers and reheat valves).
 - Verify VAV terminal unit primary air dampers by changing flow set point from minimum to maximum and recording response.
 - Verify VAV terminal unit reheat valve operation by commanding valve closed and recording supply air temperature; then command valve open and record supply air temperature.

Non-critical terminal equipment and small single zone AHUs are not included in the PM list. Excluded equipment includes fan coils, unit heaters, and air handlers (AHUs) less than 1,000 CFM. Excluded equipment not include critical terminal equipment that serves IT equipment and data center cooling.

Excluded equipment PM could be addressed as needed by Part 2 work.

- Variable Frequency Drives (VFDs):
 - Check voltages in and out of the drive.
 - Ensure all terminations are tight.
 - Verify operation by ramping speed up and down.
- Cleaning of all equipment by wiping exterior surfaces and use of compressed air inside device boxes and enclosures is part of maintenance services.
- All services under this part must be coordinated with an authorized Owner's representative to establish dates and times when sites are accessible for testing. Vendor shall not enter site without this advance coordination.

Exhibit (B) Pricing Schedule

Vendor to provide hourly prices for on-call services. Provide separate prices for work during regular work hours (Monday to Friday, 8:00 a.m. to 5:00 p.m.) and for after-hours calls (weekdays after above times and all weekends/holidays).

PRICING SHEET:

Part 1, Annual Server Inspection, Maintenance, Updates and Support:		
Web Controller - Consists of Automated Logic BAS systems and software	\$ _____/YEAR	
N4 Consist of JACE controllers operating Niagara software	\$ _____/YEAR	
BAS Controllers – MISC ALL Other Devices	\$ _____/YEAR	
Part 2- As Needed, BAS System Service and Support	Regular work hours (Monday to Friday, 8:00 a.m. to 5:00 p.m.)	After Hours
On-Site Technician	\$ _____/HOUR	\$ _____/HOUR
On-Site Programmer	\$ _____/HOUR	\$ _____/HOUR
Telephone Support	\$ _____/HOUR	\$ _____/HOUR
Truck and Mobilization Fees	\$ _____	\$ _____
Materials		
Percent Discount off List Price	_____ %	
Part 3- BAS Preventive Maintenance	Annual Fixed Price	
Web Controller - Consists of Automated Logic BAS systems and software	\$ _____/YEAR	
4 Consist of JACE controllers operating Niagara software	\$ _____/YEAR	
BAS Controllers – MISC ALL Other Devices	\$ _____/YEAR	

BAS Supported - Please check all that apply:

- Distech
- Siemens
- Automated Logic

Exhibit (C) List of Locations

The following is a complete list of Automated Logic Locations/Campuses.

High Schools:

1. (8) eight

Middle Schools:

1. (12) twelve

Elementary Schools:

1. (47) forty-seven

Athletic Facilities: Stadiums, Pool & Event Center

1. (4) four Locations

Special Service Facilities:

1. (7) Seven

Administrative Facilities:

1. (9) Nine

Total Facilities:

1. (87) Eighty-Seven